

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

WEIGHTS AND MEASURES INSPECTOR

JOB DESCRIPTION

Employees in this job conduct inspections of weighing and measuring devices in grain elevators, refineries, gravel pits, and stockyards to ensure compliance with established laws and regulations.

There are three classifications in this job.

Position Code Title – Weights and Measures Inspector-E

Weights and Measures Inspector 9

This is the intermediate level. The employee, under close supervision, performs a variety of inspection assignments while learning applicable state and federal laws.

Weights and Measures Inspector E10

This is the experienced level. The employee, using considerable independent judgment in making decisions, performs a full range of inspection assignments.

Position Code Title – Weights and Measures Inspector-A

Weights and Measures Inspector 11

This is the advanced-level inspector. The employee serves as a senior-level worker with responsibility for performing the most complex inspection activities based on standards identified by the Agency and accepted by Civil Service. Employees generally progress through this series to the experienced-level based on satisfactory performance and possession of the required experience.

NOTE: Employees generally progress through this series to the experienced-level based on satisfactory performance and possession of the required experience.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Inspects and tests, using calibrated test weights and measures, commercial and law enforcement weighing devices; commercial liquid measuring devices; and commercial liquefied petroleum gas measuring devices, to ensure accuracy and compliance with state laws and regulations.

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Places the state seal on accurate weighing and measuring devices.

Condemns and removes from service inaccurate weighing and measuring devices.

Reweighs or remeasures the contents of pre-packaged commodities to verify net weight or measure labeling.

Conducts investigations, gathers evidence, and prepares reports on alleged violations of weights and measures laws and regulations.

Testifies, in court, in cases related to weights and measures laws and regulations.

Explains, both verbally and in writing, weights and measures, laws, and regulations to owners and operators of measuring and weighing devices and the public.

Conducts educational talks and demonstrations related to weights and measures laws and regulations.

Gathers samples and tests motor vehicle fuel for alcohol, water, and foreign material to ensure compliance with state law.

Calibrates and maintains the legal integrity of testing standards; assists the state metrologist in the calibration of standards of mass, length, and volume used by state and local governments and industry.

Prepares and/or maintains reports, files, and written correspondence related to the work.

Participates in annual technical training schools held by the National Bureau of Standards.

Performs related work appropriate to the classification as assigned.

Participates in the training of city and/or county weights and measures inspectors.

Additional Job Duties

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On a regular basis, performs weights and measures inspection assignments that are recognized by Civil Service as more complex than those assigned at the experienced level.

Participates in the advanced technical training of weights and measures staff and other interested parties.

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JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Developing knowledge is necessary at the intermediate level, considerable knowledge is required at the experienced level; and, thorough knowledge is required at the advanced level.

Knowledge of the various types of weighing and measuring devices in common use.

Knowledge of physics and applied mathematics.

Knowledge of state weights and measures laws and regulations.

Knowledge of inspection techniques and practices.

Knowledge of the methods of gathering legal evidence.

Knowledge of basic investigative procedures.

Skill in the operation of mechanical testing equipment used in the work.

Ability to observe critically, obtain accurate data, maintain records, and prepare reports.

Ability to read, interpret, and apply laws, rules, and regulations relative to the work.

Ability to work effectively with industry personnel, other agencies, and local jurisdictions.

Ability to speak before groups.

Ability to operate a motor vehicle.

Additional Knowledge, Skills, and Abilities

Weights and Measures Inspector 11

Ability to perform the most complex weights and measures inspector assignments.

Working Conditions

Jobs are located in an assigned area of the state.

Work is primarily performed outdoors in such areas as grain elevators, refineries, gravel pits, and stockyards.

Employee may be exposed to toxic substances such as pesticides, herbicides, grain, and cement dust, and flammable products such as gasoline and liquefied petroleum gas.

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Considerable travel by automobile may also be required.

Physical Requirements

Physical effort required includes lifting and carrying heavy equipment and climbing silos and grain elevators.

Ability to lift and carry heavy weights, up to 95 pounds.

Education

Educational level typically acquired through completion of high school.

Experience

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Two years of experience in a journey, senior, supervisory or managerial position involving the manufacturing, operation, maintenance, or inspection of electronic or mechanical equipment such as scales, pumps, motor vehicles or motor vehicle parts.

OR

Two years of experience in law or code enforcement.

Weights and Measures Inspector E10

Two years of experience as a weights/measures inspector.

Weights and Measures Inspector 11

One year of experience as a Weights/Measures Inspector E10.

Alternative Education and Experience

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Completion of two years of college with 15 semester (23 term) credit hours in industrial or electronic systems technology, computer technology, industrial engineering technology, metrology, mathematics, physics or a field related to scientific measurement may be substituted for the experience requirement for the Weights/Measures Inspector 9.

Special Requirements, Licenses, and Certifications

Some positions within this class series are assigned job duties that may require possession of the Commercial Driver's License (CDL) issued by the Secretary of State as required by Public Act 346 of 1988 to operate a designated state vehicle.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

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JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

WEIMEAISP

Job Code Description

Weights and Measures Inspector

Position Title

Weights and Measures Inspector-A

Weights and Measures Inspector-E

Position Code

WEMEISPA

WEMEISPE

Pay Schedule

A02-014

A02-020

ECP Group 1
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MW/VLWT